

[Print on Company Letterhead] [Insert Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title and Name>>

As you know, your recent offer of
[satisfactory references] OR [evidence of your
[professional qualifications]] OR [evidence of your
[<<Insert Other Condition(s)>>].

[Job Title>> was conditional upon
qualifications] OR [degree] OR
of your right to work in the UK] OR

Unfortunately, I regret to inform you that your
confirmation of the appointment was conditional upon
reference from your previous employer. As you have not
[stated qualifications] OR [degree] OR [documentary
evidence of your right to work in the UK].

As you have not met all the requirements for
confirmation of the appointment, we are unable to [provide us with [a
reference] OR [evidence of your
qualifications] OR [documentary
evidence of your right to work in the UK]].

Consequently, we are no longer able to confirm
withdraw our offer of employment.

As a result, you will not be able to proceed with the appointment and must

Please speak to me if you have any questions.

Yours sincerely,

<<Name and Title>>
For and on behalf of <<Company Name>>

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